

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 7 - Payroll 3.0	EFFECTIVE DATE: 12/19/84
TITLE: Accounting for the Temporary Interchange of Personnel	REVISION DATE: 01/16/01
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BACKGROUND

Wisconsin Statutes s. 230.047 provides for the interchange of personnel of a temporary basis between and among governmental agencies at the same or different levels of government, and with institutions of higher education. Reimbursement of salary and fringe benefit costs under such interchanges is covered under s. 230.047 (9) which states:

"SALARY REIMBURSEMENTS. (a) Any funds received by a sending agency of the state from a receiving agency as reimbursement for salary expenditures made under an employee interchange agreement shall be credited to the appropriation from which the expenditures were paid.

(b) A receiving agency of the state may, in accordance with the salary provisions of the sending agency, reimburse the sending agency for salary and fringe benefit expenditures for employees on detail to the receiving agency."

Employees of a state agency participating in an exchange of personnel, as authorized under s. 230.047 (3), remain employees of and on the payroll of the sending agency. The salary and fringe benefit costs of such employees should be coded by the sending agency to the appropriate detail personal service and fringe benefit codes, as they normally would have been coded had the employee not been temporarily detailed to work in another entity/agency.

The following procedures shall apply with respect to the codes to be used to account for salary and fringe benefit costs incurred by a receiving agency, and for any reimbursement of salary and fringe benefits received by a sending agency.

PROCEDURES

Interchanges between Administrative Units within the Department of Health and Family Services

Salary and fringe benefit costs shall be transferred from the sending unit to the receiving unit using account codes 11960-Salary Transfers and 19960-Fringe Benefit Transfers, respectively.

1. **Salary Costs Transferred** - should be coded as a negative expenditure (Code 11960) by the sending unit and charged as a positive expenditure (Code 11960) by the receiving unit.
2. **Fringe Benefit Costs Transferred** - should be coded as a negative expenditure (Object Class Code 19960) by the sending unit and charged as a positive expenditure (Code 19960) by the receiving unit. All categories of fringe benefits should be included in this code.

**Interchange Between the Department of Health and Family Services and Other
(Including Federal and Local Government) Agencies**

1. Personal services and fringe benefit costs paid by the receiving agency or administrative unit shall be treated as contractual services and coded to the appropriate contractual service cost category.
2. Reimbursement of personal services and fringe benefit costs shall be coded by the sending entity as a refund of expenditure.
 - a. Reimbursement of personal services costs shall be coded as a refund of expenditure; to Code 11970 - Refund of Personal Service costs.
 - b. Reimbursement of fringe benefit costs shall be coded as a refund of expenditure; to Code 19970 - Refund of Fringe Benefit Costs.

All transactions necessary to effect compliance shall be submitted for processing prior to the close of each fiscal year.

REFERENCE

Wisconsin Statutes, s. 230.047

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